THE KENYA NATIONAL EXAMINATIONS COUNCIL

A USER MANUAL FOR TECH/ BTEP & BMGT INSTITUTIONAL CANDIDATES ONLINE REGISTRATION SYSTEM

JANUARY 2011

Table of Contents

Contents

1.0 E-Registration Home Page

To access the E-Registration system follow the following procedure:-

- Have access to a computer with internet access.
- Open a internet browser e.g Internet Explorer,Mozilla Firefox e.t.c
- Type in the following URL link in the address bar of the browser ***http://registration.knec.ac.ke/online-tech/*** as shown below.
- Then press Enter to open the E-Registration process.

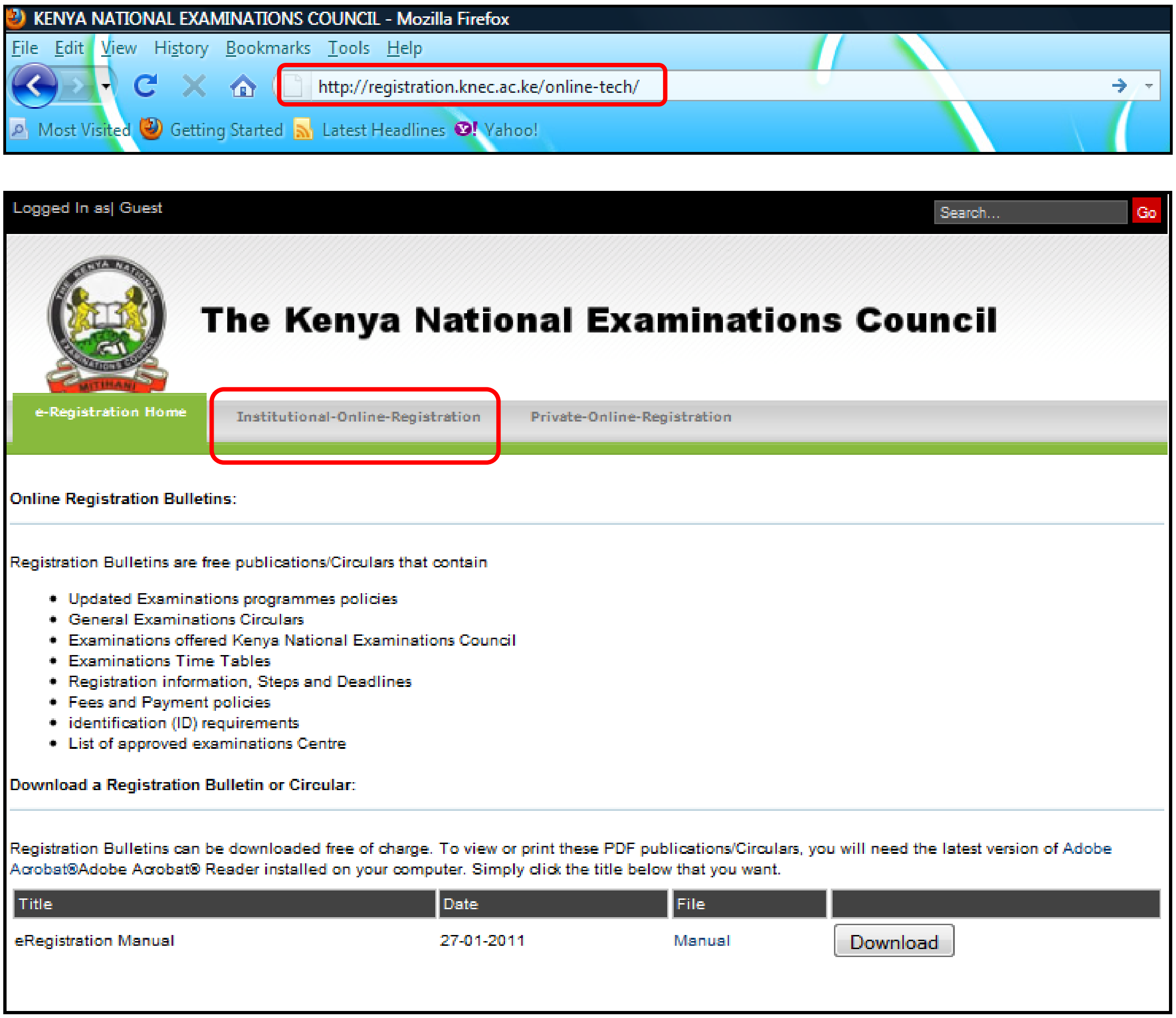


Figure 1

This page provides basic information about the registration process and also offers several documents for download such as a registration user manual, registration bulletin and circulars. After reading through this page, click on the *Institutional-Online-Registration* tab highlighted in figure 1 above to continue.

2.0 Online – Registration Page

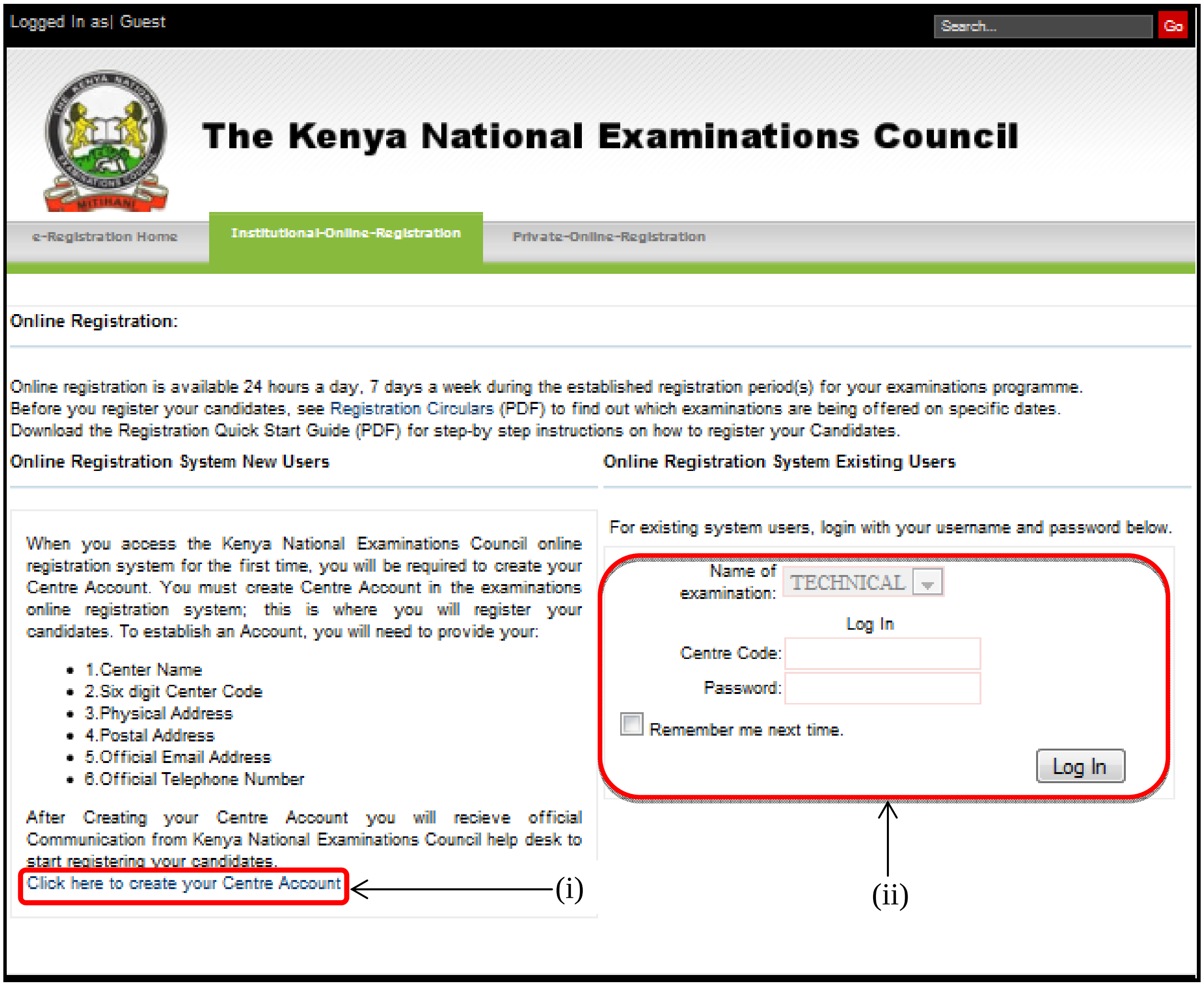


Figure 2

The online registration page offers two basic functions namely:

- Create a new centre account.
- Log in for existing users.

It also contains information on details a centre is required to provide to be able to establish a centre account namely :-

1. Center Name
2. Center Code
3. Physical Address
4. Postal Address
5. Official Email Address
6. Official Telephone Number.

2.1 Creating a Centre Account

- To create a centre account click on the link labelled (i) on figure 2.
- A pop-up window appear as shown by figure 3 below.
- A centre is required to provide all the infornation requested on the form such information include centre code, physical location, telephone number postal address e.t.c

N.B: the centre Name is automatically inserted, after providing the correct center code and then click on the *Get Centre Name* button labelled (iii) on figure 3 below.

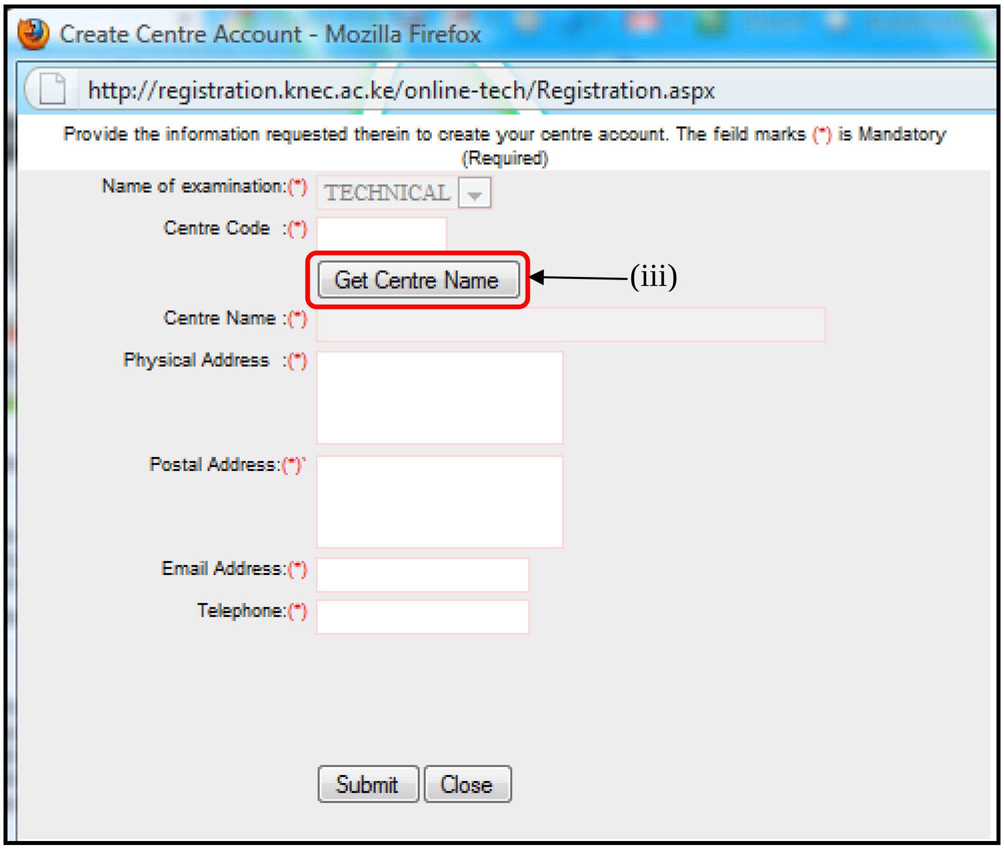


Figure 3

On providing all the required information, Kenya National Examination Council vets the application and if successful, a username and a password is sent via email to the center's email address provided in the form in figure 3.

N.B : This email also contains an email attachment containing a copy of the registration manual.

The centre can now start registering students in the various technical examinations offered by KNEC.

2.2 Log In

- To register students, a center first has to log in using the username and password provided by KNEC as shown below (2.3).

2.3 KNEC email account details

From: EPS SUPPORT- KENYA NATIONAL EXAMINTIONS COUNCIL
To: Margret M. John
Cc:
Subject: No Reply- KNEC CENTRE ACCOUNT
EregistrationUser Manual.doc (2024KB)

Good Morning 106101

Congratulation!.Thank you for registering with Knec e-Registration application.
This is no-reply email.
Your details are as follows

Username: 106101 | **Password:** 0V4OOynB |

Download Registration Quick Guide attached on this email and follow this link (http://registration.knec.ac.ke/online-tech) to log with the username and the password provided to start registering online.

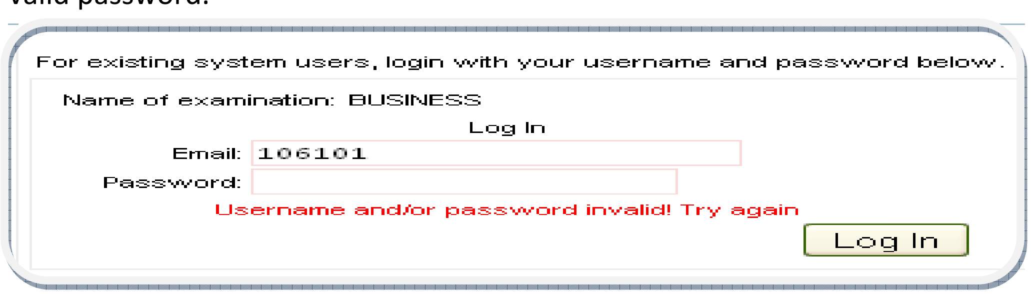
Regards,
KNEC ICT support Team
The Kenya National Examinations Council
P. O. Box 73598 00200
Nairobi, Kenya
Tel:+254 020 246919/020 247204
Fax:+254 020 226032
Email: info@knec.ac.ke
Website: www.examscouncil.or.ke

NB: Take note of the Username and password highlighted.

- Section labelled (ii) on figure 2 provides a login page for the centre, Use the given username i.e. (**106101**)and pasword (**0V4OOynB**) to log in to the registration system.

2.4 Incorrect password

- Providing a correct username and password, enables access to the registration page. The message below will be generated to ensure access is only by input of valid password.



3.0 Registration Page

On successful Login, the online registration page is now accessible.This page contains a menu bar, containing links namely; Register, Edit/Delete, Photo, Norminal Roll and My Account.

3.1 Register

This is the main page for registering a candidate by providing all the details required such as index number, national ID number,Course, attempt (if a candiate is a repeating or it is their first time sitting for the examination), gender.
Previous exam details are also required, such as previous index number, name of previouas exam, and which year the candidate sat for the examination.

N.B: Provide accurate and correct details, provision of wrong details will be penalised.

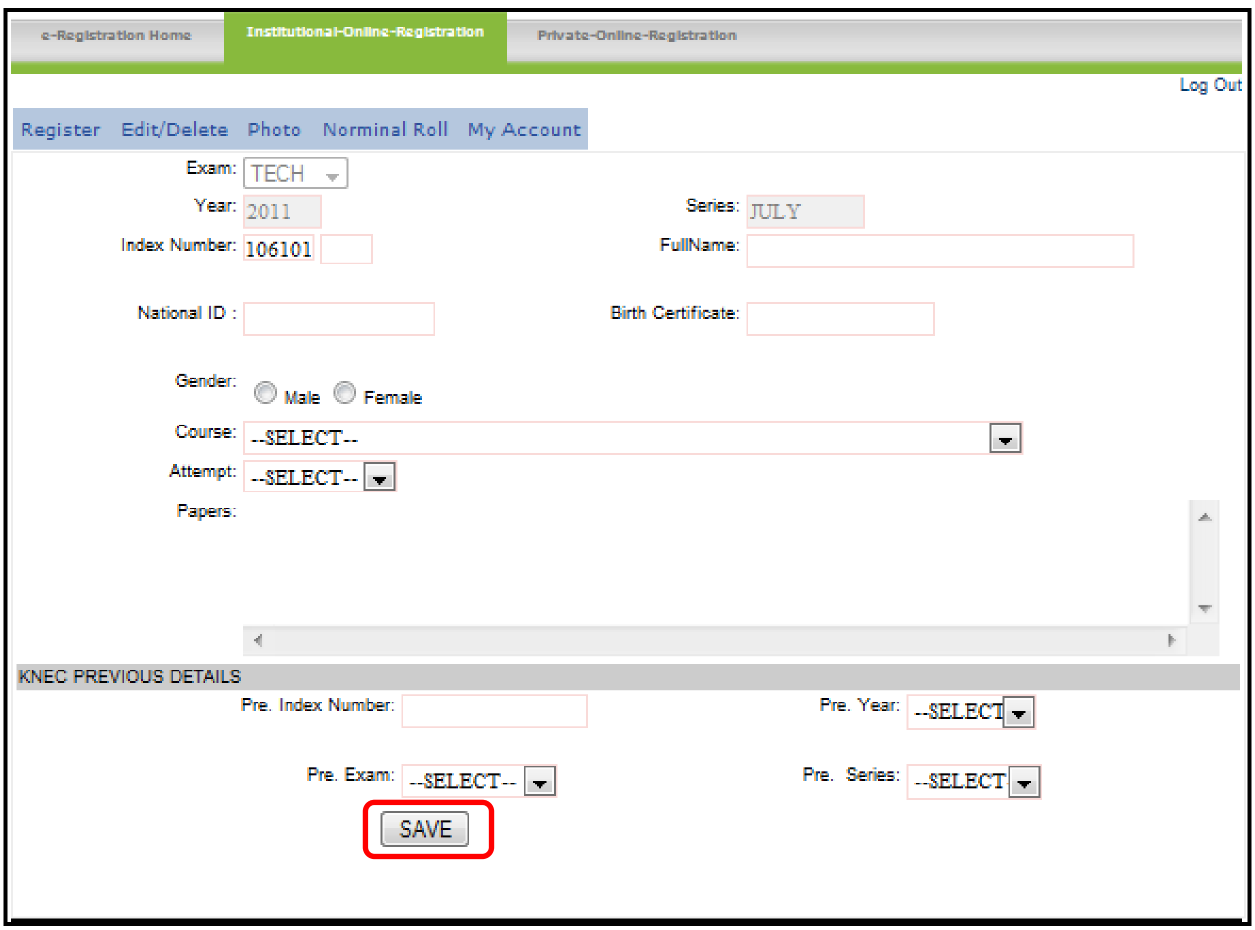
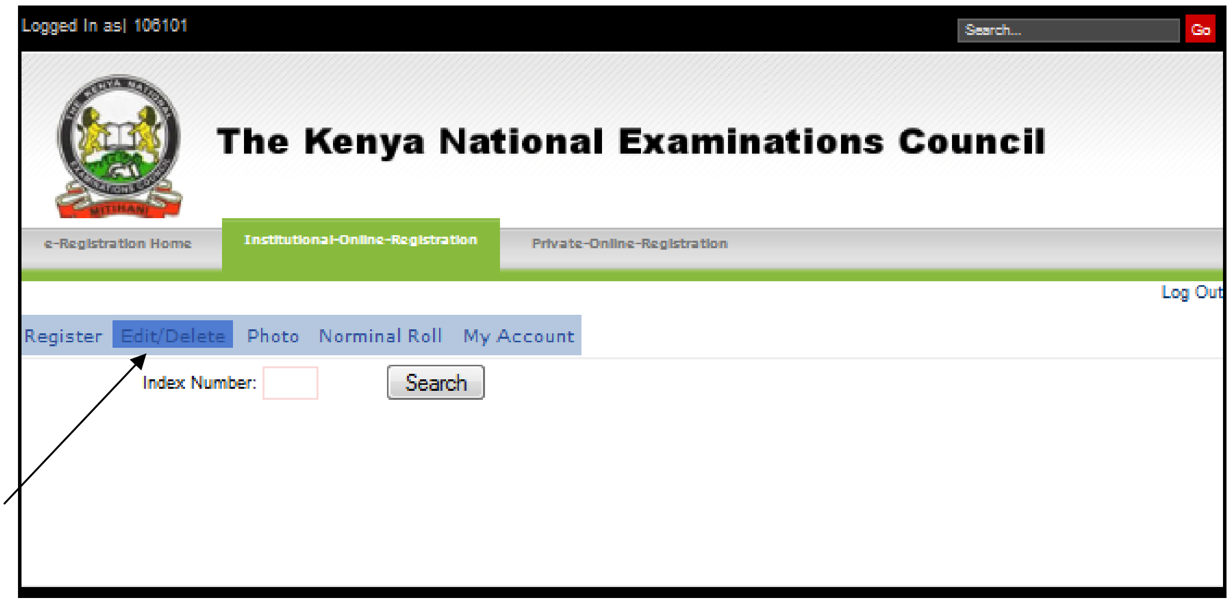


Figure 4

Upon providing all details required, click on *save* button highlighted on figure 4 to save the details of the particular candidate.

3.2 Edit/Delete

To edit or delete a candidate's details, click on the second link labeled (iv) *Edit/Delete* on the menu bar and the page shown on figure 5 below appears.



(iv)

Figure 5

3.2.1 Editing a Candidate's Details

To edit the details of a candidate, for example candidate with index number ending with 009

- Type last three digits of a candidate's index number and click on search to get the details of the candidate to edit as shown on figure 6.

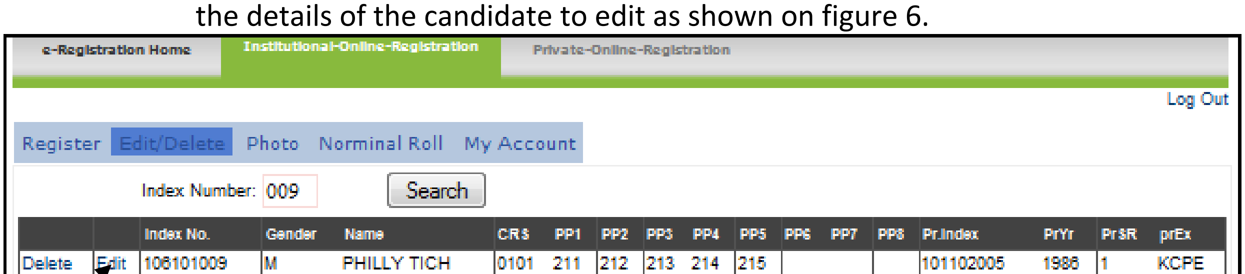


Figure 6

(v)

- Then click on the edit link labeled (v) on figure 6, the form in figure 7 is loaded with the candidate's current details already filled. Edit the wrong detail and after completing click on the *Update* button at the bottom of the form.

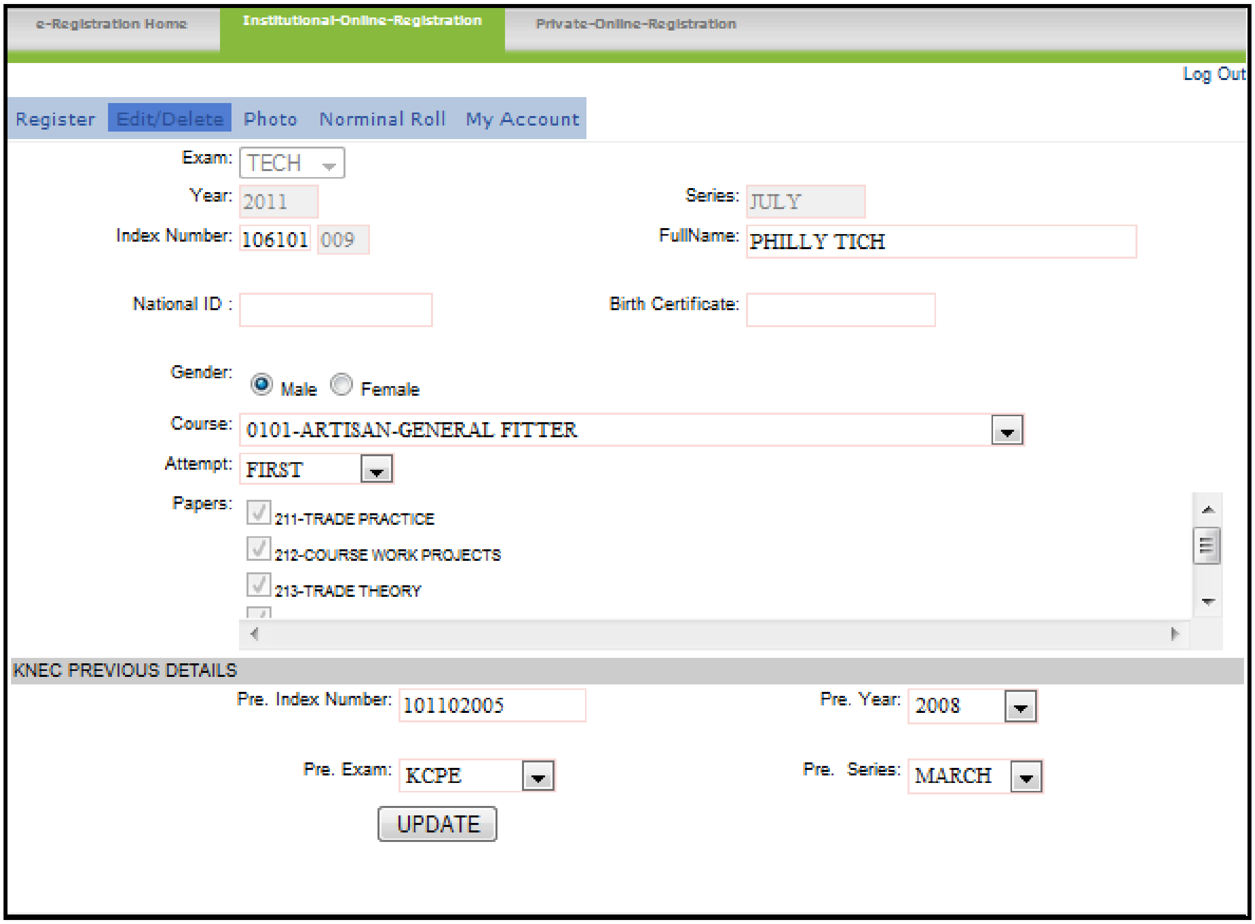
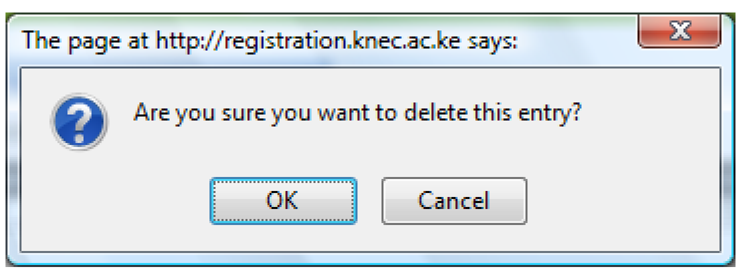


Figure 7

3.2.2 Deleting a Candidate's Details

To delete a candidate's details, click on the delete button labeled (vi) on figure 6.

- A popup dialog box shown below appears asking you to confirm that you are sure you want to delete the record.



- Click OK to confirm and the record is deleted from the system.

N.B: Once a record is deleted it cannot be retrieved, so ensure you delete the correct record.

3.3 Photo Upload Page

To upload a passport picture of a candidate you must first have completes the registration form shown in figure 4.
Click on the Photo tab in the menu bar to access the photo upload window shown by figure 6.
A list of registered candidates appears on the left panel, click on the radio button corresponding to the candidates name whose photo is to be uploaded.
Click on browse and a popup window appears and upon choosing the correct passport photo for the candidate, click on open.
Then click save button on the figure 7 shown below. The photo is the uploaded to the system.

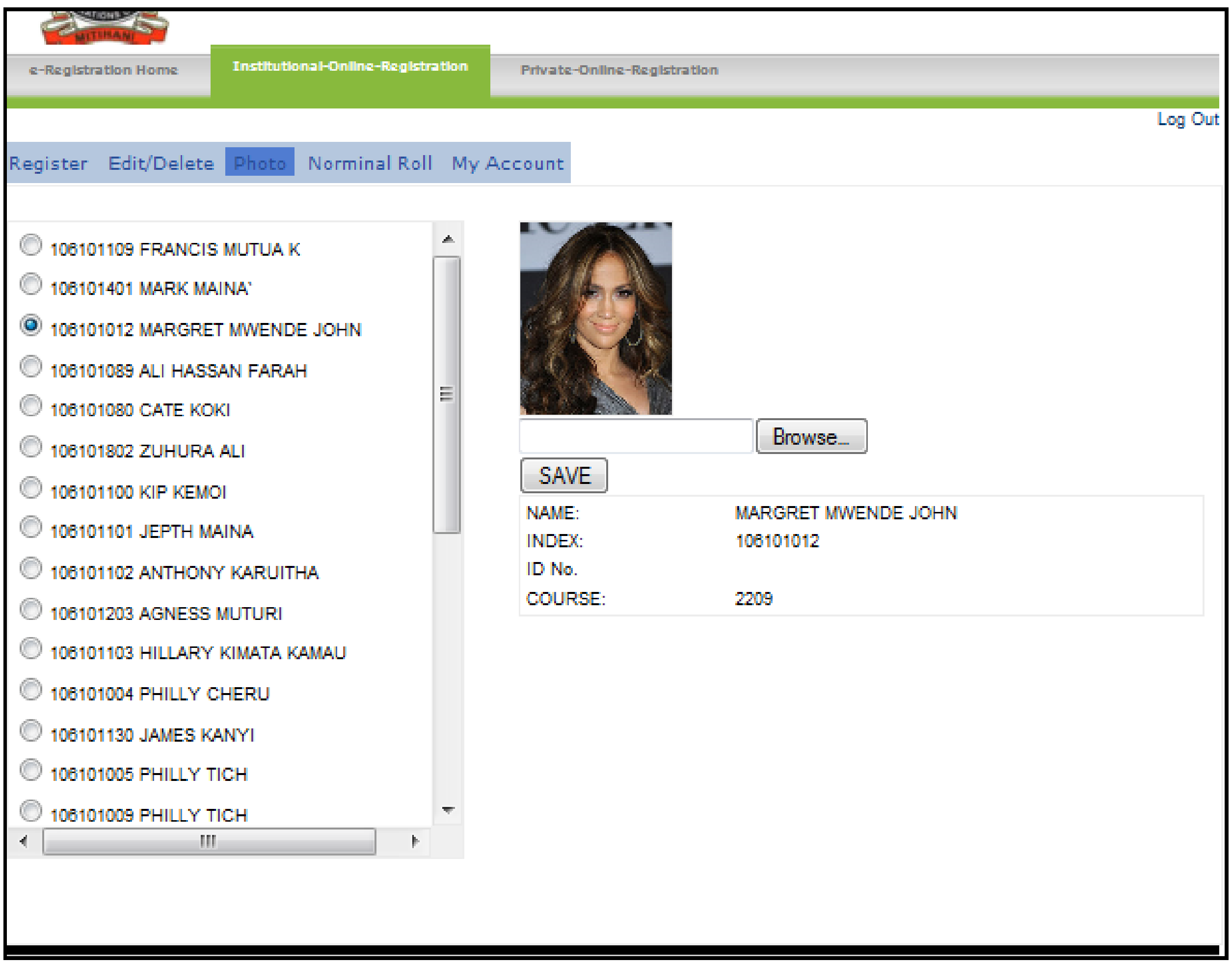
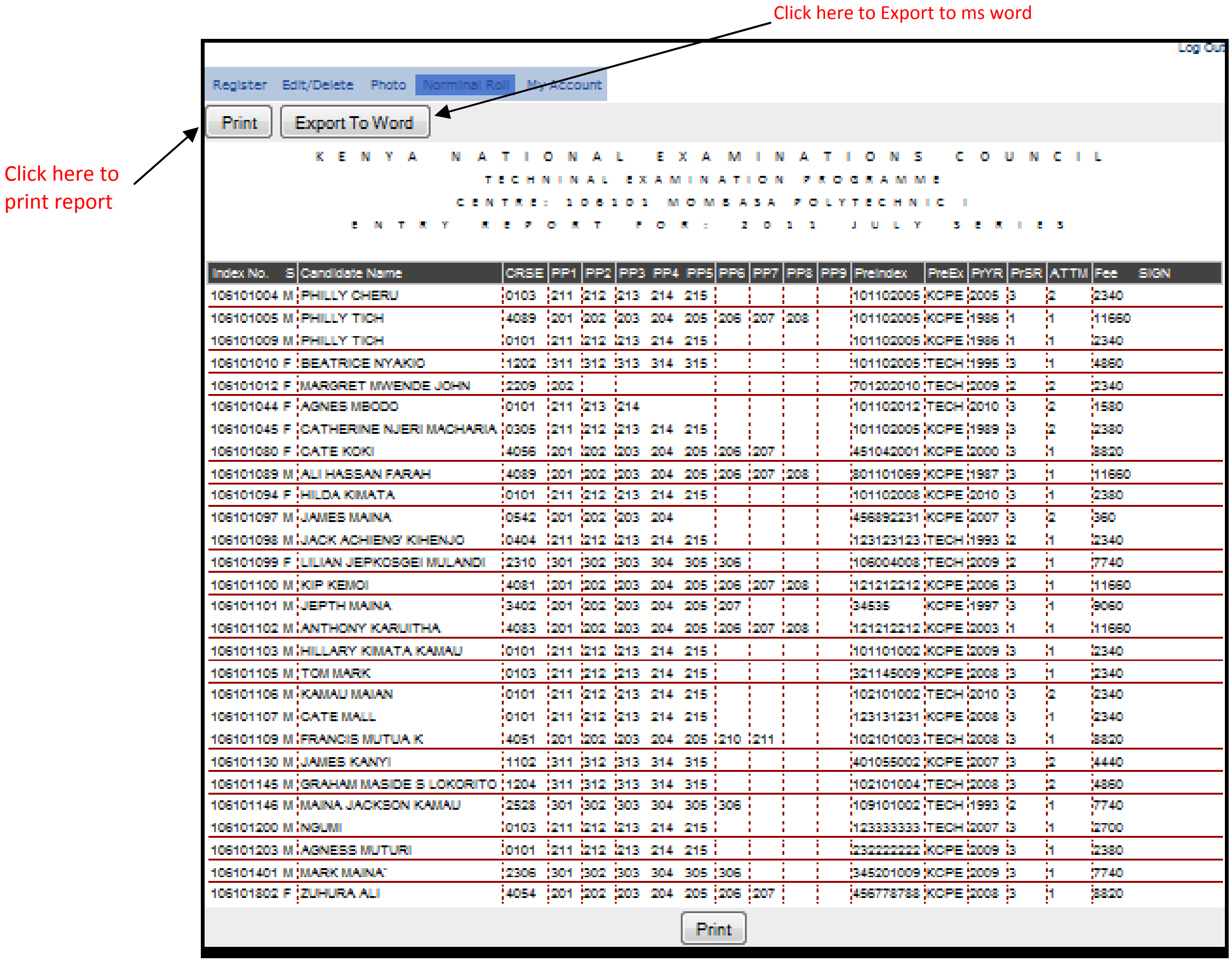


Figure 8

3.4 Nominal Roll

Upon registration of all the candidates in the center, a nominal roll can be printed.

Click on the nominal roll tab on the menu bar to display the window shown on figure 8 below.
This shows a list of all the candidates that have been registered in a particular center.
To print the nominal roll click on print button located at the top of each page, the print pop up window appears, select an appropriate printer and click on print to print the nominal roll.
One can also export the nominal roll to Ms Word file format by clicking on the Export to word button as shown on figure 8.

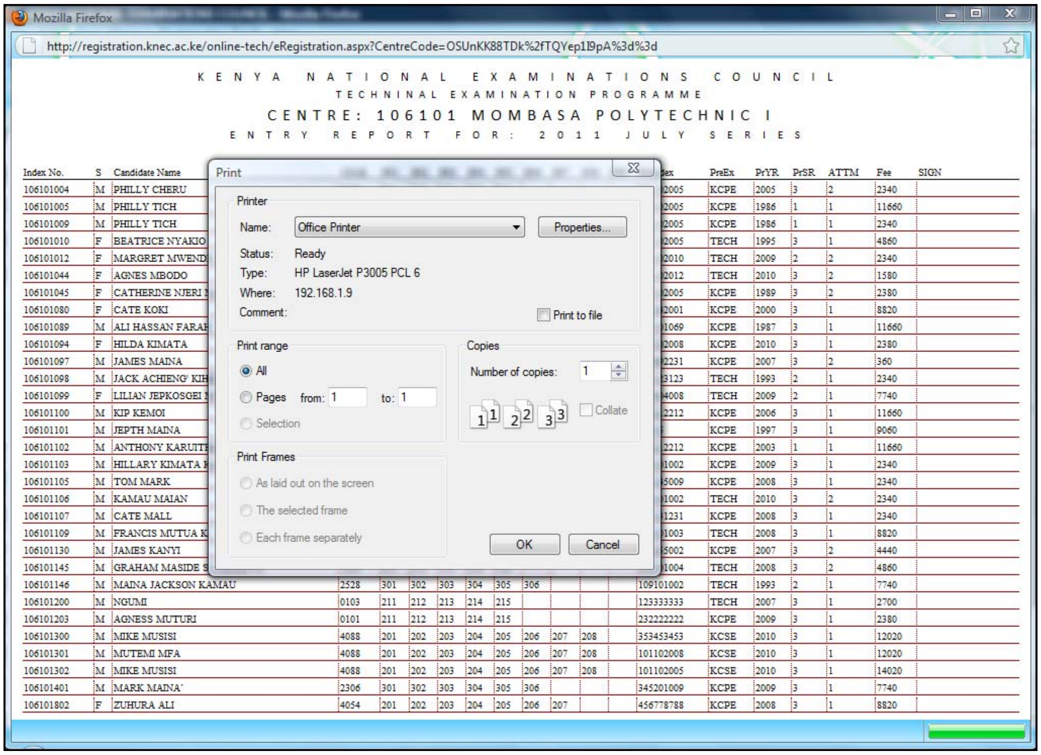


Index No.	S	Candidate Name	CRSE	PP1	PP2	PP3	PP4	PP5	PP6	PP7	PP8	PP9	PreIndex	PreEx	PrYR	PrSR	ATTM	Fee	SIGN
106101004	M	PHILLY CHERU	0103	211	212	213	214	215					101102005	KCPE	2005	3	2	2340	
106101005	M	PHILLY TICH	4089	201	202	203	204	205	206	207	208		101102005	KCPE	1986	1	1	11660	
106101009	M	PHILLY TICH	0101	211	212	213	214	215					101102005	KCPE	1986	1	1	2340	
106101010	F	BEATRICE NYAKIO	1202	311	312	313	314	315					101102005	TECH	1995	3	1	4860	
106101012	F	MARGRET MWENDE JOHN	2209	202									701202010	TECH	2009	2	2	2340	
106101044	F	AGNES MBODO	0101	211	213	214							101102012	TECH	2010	3	2	1580	
106101045	F	CATHERINE NJERI MACHARIA	0305	211	212	213	214	215					101102005	KCPE	1989	3	2	2380	
106101080	F	CATE KOKI	4056	201	202	203	204	205	206	207			451042001	KCPE	2000	3	1	8820	
106101089	M	ALI HASSAN FARAH	4089	201	202	203	204	205	206	207	208		801101069	KCPE	1987	3	1	11660	
106101094	F	HILDA KIMATA	0101	211	212	213	214	215					101102008	KCPE	2010	3	1	2380	
106101097	M	JAMES MAINA	0542	201	202	203	204						456892231	KCPE	2007	3	2	360	
106101098	M	JACK ACHIENG' KIHENJO	0404	211	212	213	214	215					123123123	TECH	1993	2	1	2340	
106101099	F	LILIAN JEPKOSGEI MULANDI	2310	301	302	303	304	305	306				106004008	TECH	2009	2	1	7740	
106101100	M	KIP KEMOI	4081	201	202	203	204	205	206	207	208		121212212	KCPE	2006	3	1	11660	
106101101	M	JEPTH MAINA	3402	201	202	203	204	205	207				34535	KCPE	1997	3	1	9060	
106101102	M	ANTHONY KARUITHA	4083	201	202	203	204	205	206	207	208		121212212	KCPE	2003	1	1	11660	
106101103	M	HILLARY KIMATA KAMAU	0101	211	212	213	214	215					101101002	KCPE	2009	3	1	2340	
106101105	M	TOM MARK	0103	211	212	213	214	215					321145009	KCPE	2008	3	1	2340	
106101106	M	KAMAU MAIAN	0101	211	212	213	214	215					102101002	TECH	2010	3	2	2340	
106101107	M	CATE MALL	0101	211	212	213	214	215					123131231	KCPE	2008	3	1	2340	
106101109	M	FRANCIS MUTUA K	4051	201	202	203	204	205	210	211			102101003	TECH	2008	3	1	8820	
106101130	M	JAMES KANYI	1102	311	312	313	314	315					401055002	KCPE	2007	3	2	4440	
106101145	M	GRAHAM MASIDE S LOKORITO	1204	311	312	313	314	315					102101004	TECH	2008	3	2	4860	
106101146	M	MAINA JACKSON KAMAU	2528	301	302	303	304	305	306				109101002	TECH	1993	2	1	7740	
106101200	M	NGUMI	0103	211	212	213	214	215					123333333	TECH	2007	3	1	2700	
106101203	M	AGNESS MUTURI	0101	211	212	213	214	215					232222222	KCPE	2009	3	1	2380	
106101401	M	MARK MAINA'	2306	301	302	303	304	305	306				345201009	KCPE	2009	3	1	7740	
106101802	F	ZUHURA ALI	4054	201	202	203	204	205	206	207			456778788	KCPE	2008	3	1	8820	

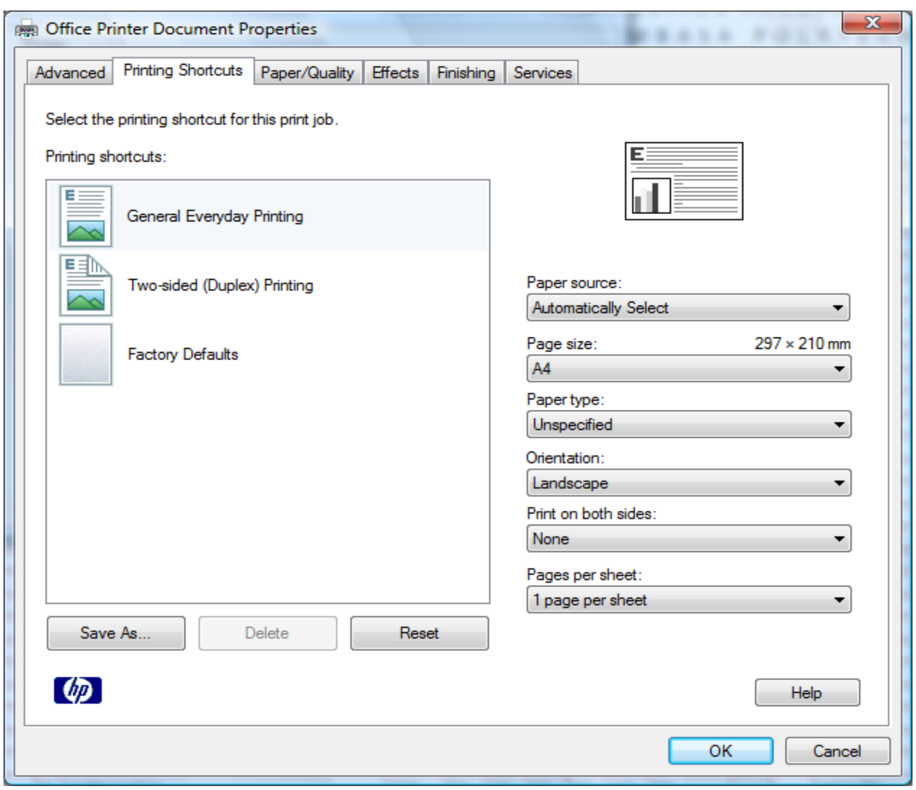
Figure 9

3.4.1 How to Print Nominal Report

To print the normal report, click on the print button as shown on figure 9.
The following print dialog box appears.



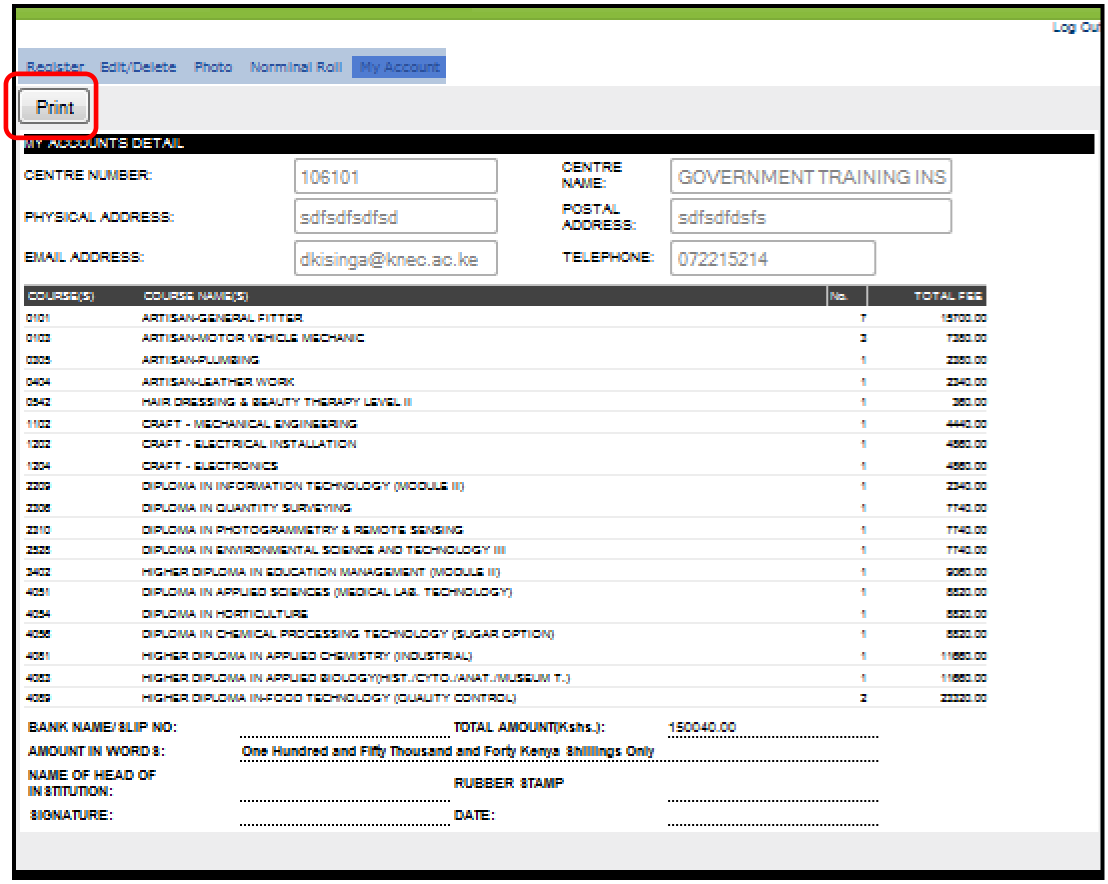
- Click on the printer properties button to shot h printer configuration window as shown below.



- Change the page orientation to *landscape* then click OK to return to the print dialog box.
- Click OK on the print dialog box, to print the nominal report.

3.5 My Account

This window is accessed by clicking on the My Account tab on the menu bar.
It provided the center with the ability to change their password as shown on figure 10 below.



COURSE(S)	COURSE NAME(S)	No.	TOTAL FEE
0101	ARTISAN-GENERAL FITTER	7	15700.00
0103	ARTISAN-MOTOR VEHICLE MECHANIC	3	7350.00
0305	ARTISAN-PLUMBING	1	2350.00
0404	ARTISAN-LEATHER WORK	1	2340.00
0542	HAIR DRESSING & BEAUTY THERAPY LEVEL II	1	350.00
1102	CRAFT - MECHANICAL ENGINEERING	1	4440.00
1202	CRAFT - ELECTRICAL INSTALLATION	1	4560.00
1204	CRAFT - ELECTRONICS	1	4560.00
2209	DIPLOMA IN INFORMATION TECHNOLOGY (MODULE II)	1	2340.00
2306	DIPLOMA IN QUANTITY SURVEYING	1	7740.00
2310	DIPLOMA IN PHOTOGRAMMETRY & REMOTE SENSING	1	7740.00
2526	DIPLOMA IN ENVIRONMENTAL SCIENCE AND TECHNOLOGY III	1	7740.00
3402	HIGHER DIPLOMA IN EDUCATION MANAGEMENT (MODULE II)	1	9060.00
4051	DIPLOMA IN APPLIED SCIENCES (MEDICAL LAB. TECHNOLOGY)	1	5520.00
4054	DIPLOMA IN HORTICULTURE	1	5520.00
4056	DIPLOMA IN CHEMICAL PROCESSING TECHNOLOGY (SUGAR OPTION)	1	5520.00
4081	HIGHER DIPLOMA IN APPLIED CHEMISTRY (INDUSTRIAL)	1	11660.00
4083	HIGHER DIPLOMA IN APPLIED BIOLOGY(HIST./CYTO./ANAT./MUSEUM T.)	1	11660.00
4089	HIGHER DIPLOMA IN-FOOD TECHNOLOGY (QUALITY CONTROL)	2	23320.00

Figure 10

3.5.1 Printing Accounts Reconciliation Reports

- The E-Registration System fee reconciliation report is found on the *My Account* menu link.
- This report contains a summary of the courses registered for, the number of students in each course, the total fee for each course and the total for the Institution.
- To print a report click on the print button located top left of the page. The print dialog box
- Change the page orientation setting to Landscape.

3.6 Payment

After registering all the candidates' eligible for the examinations on offer in the particular examination period. Perform the following tasks:-

- Print the Nominal roll as shown in figure 9 above, for students to verify the courses and all their details.
- Print the accounts details page to present to the Examination administration department at the KNEC offices together with the payment bank slips.

After payment, the KNEC will issue a receipt, after candidates' details are verified. Only after verification, are the candidates registered to sit for the examination

NOTE THAT YOUR REGISTRATION IS NOT COMPLETE TILL YOU PAY THE APPROPRIATE FEE(S).

3.7 Log Out

To log out of the E-Registration System, click on the *Log Out* link on the top right corner located on each page. After successful *log out,* the system returns you to the log in page.